

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE CIVIL SERVICE EXAMINATION
FOR
POLICE OFFICER**

Salary Range: **Min. \$40,479.47** **Max: \$56,433.00**

Letters of interest must be postmarked on or before **Thursday, April 16, 2015** to the office of the **Department of Personnel, 869 Park Ave Cranston RI 02910.**

DUTIES: General police work in the enforcement of laws and ordinances and in the prevention of crime.

EXAMINATION PROCESS:

1. The initial examination shall consist of a Physical Agility Test conducted in accordance with the Rhode Island Municipal Police Training Academy. This test is graded on a pass/fail basis. Failure to pass the Agility Test shall prevent an applicant from advancing in the examination process. The **Agility Test** will take place on **April 26, 2015, at 9am at Cranston West High School 80 Metropolitan Ave Cranston, RI 02920.** Please refer to the Agility Test Standards found at www.RIMPA.gov. There is no makeup date and failure to appear on time without a reasonable explanation will preclude you from participating in the physical agility test. Upon completion of the agility test, you will be provided the Cranston Police Officer application.
2. **Note:** If offered employment, applicants will be required to swim 200 yards continuously using 100 yards of an approach stroke (crawl or breaststroke) and 100 yards of a tow stroke (sidestroke or elementary backstroke) in order to pass the Municipal Police Training Academy. Any inability to swim or to successfully complete these swimming requirements will prevent an appointment to the position of Police Officer.
3. Successful applicants will proceed to the next phase which consists of a standardized written examination in reading, written communication, observation and memory, but not limited to other testing objectives. The City of Cranston will accept up to the top 75 applicants to proceed to the next phase of the application process who attain a passing score on the written examination. Please note that 70% or above is the accepted amount of correct answers that equates to a passing grade on the written examination. You will be precluded from taking the exam if you do not appear on time. There is no makeup date. Please allow 3 ½ hours for the exam. **Applicants must present a valid photo identification and a \$25 money order made out to the City of Cranston. Cash and checks will not be accepted. Failure to submit the money order will preclude you from admittance. The exam will not be delayed or rescheduled in order for you to obtain a money order. No cell phones, pagers, calculators or internet devices will be permitted at the examination site so please do not bring them with you.**

4. Applicants who pass the agility and written tests will be provided a **Police Background Information Package** and will submit it to the Cranston Police Training Division at 493 Phenix Ave, Cranston, RI 02920. Applicants will be required to submit all required forms and documents. Incomplete background packets may be rejected.
5. The next phase is an oral interview. The oral interview will constitute 40% of the final recruitment test score. A passing score will be 70%. The applicant must achieve a passing score in order to be placed on the candidate eligibility list.
6. The candidates who successfully complete the above-mentioned process will be placed on the civil service eligibility list, according to their final total numerical score to fill future vacancies. An updated background investigation will also be conducted as part of a conditional offer of employment. Candidates must successfully complete each step of this process to maintain their eligibility.
7. The comprehensive background investigation will consist of an integrity interview, extensive investigation of the candidate's history to include, but not be limited to, education, training, health, employment history, family, neighbors, references, character, credit, military, traits and any other areas as directed by the Chief of Police. The applicant must have an acceptable background as determined during the investigation to maintain their eligibility. Felony criminal convictions will preclude you from proceeding further in the process. This includes felony convictions which have been expunged. Multiple motor vehicle violations, misdemeanor convictions and other criminal contacts may reflect negatively on your character and fitness for the position of Police Officer.
8. Under Rhode Island State Law, all police candidates must pass physical exam, and a psychological examinations administered by the State of Rhode Island, prior to being hired for a vacancy. In addition, candidates who have not already done so must then attend and pass all phases of the Rhode Island Municipal Police Training Academy. Candidates must successfully pass a color blindness test and should they fail, they will be eliminated.
9. All probationary status employees shall be required to complete a minimum of one (1) year as a probationary officer that includes assignment to the Field Training Officer Program. An officer's probationary period may be extended in accordance with City of Cranston Civil Service Rules. Failure to meet any requirements listed will result in removal from the list and/or employment.

PREFERENCE:

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her ***DD 214***. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

VETERAN DATES FOR ACTIVE DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 – A period to be prescribed by law, an Act of Congress or Presidential Proclamation

October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential Proclamation

If you have been honorably discharged from active duty in Iraq, please submit a copy of the DD214. The City will determine if your status allows you Veterans points for this service.

QUALIFICATIONS:

TO APPLY:

- **Must be 21 years of age by April 16, 2015**
- You must submit proof of High School Diploma or a General Equivalency Diploma (GED) issued by a State Department of Education with the Police Background Check Application. You will not receive this packet until you have successfully completed the agility and written tests.
- **You must have completed 60 college credits by June 17, 2015 to apply for this recruitment process. You must submit proof of associate's degree or transcript for (60) sixty college credits from a recognized accredited college or university as part of the Police Background Information Package.**
- **The college requirement will be waived for individuals who have served two (2) continuous years of active military service in the United States Army, Navy, Air Force, Marine Corps or Coast Guard or have graduated from a certified state or municipal police academy with a minimum of two (2) continuous years active full-time employment as a Corrections Officer or a Police Officer in a state, municipal or county law enforcement agency or five (5) years continuous military reserve service. You must provide a COPY of the certificate from the state or municipal police academy and verification of employment from the law enforcement agency with the Police Background Information Package.**
- A valid Rhode Island Operator's license with a good driving record is required for employment as a Cranston Police Officer. **You must submit a photocopy of the your**

current license with your Police Background Information Package. If you have an out of state license you must obtain a R.I. driver's license by your date of appointment.

- Upon appointment you must be a United States citizen and a resident of the State of Rhode Island. This qualification shall continue during the entire period of employment.
- Weight must be proportionate to height.
- Of good health, moral character and habits, and sound in body and mind. Individuals with felony criminal convictions (including those expunged) will be removed from consideration. Individuals with misdemeanor criminal convictions (including those expunged) may be removed from consideration depending on the facts and circumstances.

IMPORTANT POINTS TO CONSIDER:

You will need to download and print the letter of interest to take the agility test. Letters of interest will not be accepted at the agility test. If you are unable to successfully download the letter of interest, you can obtain a copy at the Cranston Police Department Training Division at 493 Phenix ave. Cranston, RI or by calling (401) 477-5073.

- **Incomplete letters of interest may be rejected.** All requested documents and photocopies must be obtained by you and mailed when requested during this recruitment process. You will not be allowed extra time to submit application documents and photocopies.
- The submission deadline is **April 16, 2015 at 4:30 P.M.** Letters of Interest must be mailed and postmarked by that time or they will be rejected.
- **Police Officer Applications will be distributed upon completion on the agility test.**
- Please do not submit any applications to the Cranston Police Station. They will not be accepted or transferred.
- Failure to report to any phase of the testing process will result in automatic dismissal of the candidate.
- You will receive your results from the written examination in the mail. Please do not call asking for the results. You will also be informed of your position on the Civil Service List.
- It is your responsibility to notify us of any changes in your address and phone number. If you obtain a position on the Civil Service List the list is valid for two (2) years and can be extended to a total of three (3) years with the recommendation of the Director of Personnel and approval of the Mayor. You must keep us apprised of any changes during this period so that we can contact you for further consideration if vacancies occur.

***The City of Cranston is an Equal Opportunity Employer and the
Cranston Police Department is a National Accredited Police Agency.***